

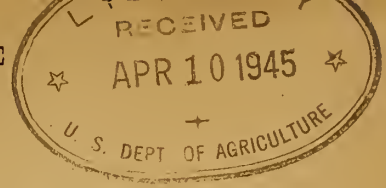
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.



May 27, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 30

To: Branch and Division Chiefs

From: F. J. Hughes, Chief, Administrative Services Division

Subject: Cleaning and Maintenance of Agriculture Department Building

We are all mindful of the lack of adequate cleaning services recently. This situation has been greatly intensified because of existing manpower shortages. In an effort to relieve the situation to some extent, the Office of Plant and Operations has issued Circular No. 115, dated May 20, 1943, a copy of which is attached, calling attention to certain existing practices, and requesting that the matter be brought to the attention of all employees. The suggestions made by the Office of Plant and Operations are very timely, and if carried out, will prove quite helpful in relieving the present conditions to some extent.

It will be appreciated if this memorandum is brought to the attention of all of your employees with the request that they cooperate fully.

Attachment

